

OFFICE OF THE CORPORATION COUNSEL
CHILD SUPPORT ENFORCEMENT DIVISION
BASIC SERVICES PACKAGE

DATE:

- 1.This package contains a brochure on CSED services and an application form. If you are seeking support from more than one non-custodial parent, complete one form for each.
- 2.Read the brochure carefully to determine if you want the services of the Child Support Enforcement Division (CSED).
- 3.Enclose these items when you send in your application:
 - Three certified copies of each out-of-state order; one certified copy of each D.C. order; Copies of Divorce Decree, Separation Agreements, etc.
 - A one-time \$5.00 non-refundable application fee. (Money Orders and Checks ONLY) NO CASH
- 4.THE APPLICATION FORM MUST BE SIGNED OR IT WILL BE RETURNED TO YOU.
- 5.PLEASE NOTIFY CSED IF A PRIVATE ATTORNEY IS INVOLVED IN YOUR CASE FOR ACTIONS OTHER THAN CHILD SUPPORT MATTERS.
- 6.Please mail materials to our office.

Office of the Corporation Counsel
Child Support Enforcement Division
441-4th Street, N.W.
5th Floor
Washington, D.C. 20001

**WE WILL CONSIDER THIS APPLICATION WITHOUT REGARD TO RACE,
COLOR, SEX, AGE, RELIGION, NATIONAL ORIGIN, OR POLITICAL BELIEF.**

DATE:

SERVICES AND FEES
BASIC SERVICES

Parents who need to establish a support order or who want to have an existing order enforced are provided a wide range of services including:

Legal services to get or change child support orders.

Wage Withholding to take child support payments from a parent's paycheck.

Paternity testing to help identify a child's father to obtain support.

Collections of child support to provide an automatic accounting of payments paid or owed.

Modification to review and change child support orders at the request of either parent, or the Agency. All child support orders are reviewed every three (3) years.

Parent location to find non-custodial parents for support purposes.

Medical support to require working non-custodial parents to provide health insurance coverage.

More information on the above services is available from OPCSE.

SPECIAL SERVICES

These services are tailored to the needs of parents who have their own cases and are not interested in the full range of services:

Parent location to find non-custodial parents (for support purposes only
.

Service of Summons to non-custodial parents from out-of-state agencies.

FEES

Services are provided to all eligible applicants.

BASIC SERVICES

\$5.00 - One time application fee payable at time of filing. \$50.00 -
Summons Service Fee \$25.00 - Federal Tax Refund Intercept Fee \$15.00 -
D.C. State Tax Refund Intercept Fee

SPECIAL SERVICES

Persons receiving special services pay fees only for services requested and application fee.

\$15.00 - Parent Location (with Social Security Number provided) \$19.00 -
Parent Location (without Social Security Number provided)

OFFICE OF THE CORPORATION COUNSEL
CHILD SUPPORT ENFORCEMENT DIVISION
CSED PROCESSES AND CLIENT RESPONSIBILITIES

DATE:

CSED PROCESSES

1. All cases are scheduled on a first come, first served basis.
2. Most cases go before a Court Hearing Commissioner.
3. An attorney will prosecute your case on behalf of the CSED at all hearings.
4. CSED will use all appropriate remedies to enforce Superior Court Family Division orders, including Wage Withholdings and interception of State/Federal tax refunds and Unemployment Compensation benefits.
5. All child support payments must be made through the D.C. Superior Court-Finance Branch.
6. CSED will attempt to collect any arrears owed to the State.

CUSTOMER RESPONSIBILITIES

1. You must appear at all hearings when your participation is requested. Your attendance at out-of-State hearings/conference is at your discretion.
2. You must inform CSED of ANY change of address within five (5) days in writing.
3. You must cooperate with CSED in resolving your case and pay all fees when due.
4. You must inform CSED, in writing, if you hire a private attorney to represent you.

Date Requested:
Date Received:

NON-CUSTODIAL PARENT INFORMATION

DATE:

The following information will be used by CSED to identify the non-custodial parent. Please complete each item carefully;

Non-custodial parent's Full Name: _____
Last first middle

Alias, Maiden, or Other Names Used: _____

Race: _____ Date of Birth: _____ Birthplace: _____

Non-custodial parent's Present Home Address: Current[] Last Known[]

Street: _____ Apt.# _____: Telephone _____

City: _____ State: _____ Zip: _____

Non-custodial parent's Social Security Number: _____

Non-custodial parent is the Child(ren)'s [Mother][Father][Other]: _____

Describe the non-custodial parents:

Hair Color: _____ Eye Color: _____ Height: _____ Weight: _____

Other identifying features: _____

Information about non-custodial parent's mother and father. Complete even if parent is not living.

Father's
Name: _____

Street: _____

City/State/Zip: _____

Phone () _____

MOTHER'S
Name: _____

Street: _____

City/State/Zip: _____

Phone () _____

DATE:

If non-custodial parent was ever in the military, indicate which branch:

☐Army ☐Navy ☐Marines ☐Coast Guard ☐National Guard ☐Reserves
Branch

Service Dates: Entered_____

Discharged:_____

Non-custodial parent's Driver's License # State where
issued:_____

Non-custodial parent's Car/Truck License Plate #-
_____State:_____

Job/Occupation_____

Employer's Name_____

Address:_____

Tel.#

This employment is ☐Present ☐Last Known

Is health insurance coverage available for the child(ren) from
this employer? ☐ yes ☐ no

If health insurance has already been ordered, has it been
provided? ☐ yes ☐ no

Insurance Company Name:_____ Policy #_____

How many years/months have you known the non-custodial parent?-

When did you last see or talk to the non-custodial parent?-

Was the non-custodial parent ever arrested? ☐ yes ☐ no If
"Yes", give (approximate) date, location and
charge(s)_____

Is (s)he in jail? ☐ yes ☐ no Where? Release
date:

Is the non-custodial parent a member of a union or club, enrolled
in college or a training program? [yes] [no]

Where?_____

DATE:

Please give any other information that might help us locate the non-custodial parent (for example, the name of someone who can provide additional information).

Does the non-custodial parent have any other minor children? Please name the child(ren) and custodial parent.

APPLICANT (YOUR) INFORMATION

Your Full Name_____Maiden/Other Names Used_____

Birthdate Sex[]M []F Race_____

Your Mailing Address_____City_____State_____
Zip Code

Home Phone(____)_____ Work Phone(____)_____

Your Social Security Number_____

Your Employer's Name and Address_____

What is your relationship to the children? (i.e., Mother, Father, Grandparent, Guardian, etc.)_____

If you are the Guardian, are you the Legal Guardian?_____

If "yes", were you named the Legal Guardian by a Court or State Agency? Please provide proof._____

Are you presently living with, or have you ever lived with, the non-custodial parent?_____

Where did you last live together?_____

Are you and the non-custodial parent currently:

Married[] Divorced[] Widowed[] Separated[] Unmarried/Never Married[]

If married, please give date of marriage and place_____

If divorced or separated, please give date_____

III. CHILD(REN) INFORMATION

In this section below, list the children in your care for whom

DATE:

you seek support from the non-custodial parent named in this application.

CHILD'S NAME	SEX	BIRTHDATE	SOCIAL SECURITY	RACE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CONCEIVED IN D.C.	BIRTHPLACE	YOUR RELATIONSHIP TO CHILD
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. If you have a support order, separation agreement, or divorce decree ordering child support, please provide the Court name and date. _____
2. Have you filed any CHILD SUPPORT action in court on your own?
Yes[]No[]If yes, please indicate type of action, date, time, Court(if known) and location. _____
3. Has any attorney ever represented you in a child support case?
Yes[]No If yes, provide the name and address of the attorney. _____
4. Does the attorney still represent you? []Yes[]No.
5. Has anyone ever brought a child support action against you in court? []Yes []No. If yes, which court and by whom? _____
6. If you have ever received public assistance (AFDC), Food stamps, Medicaid or Foster Case for any of the children named in this application, please complete the following:

CHILD'S NAME	TYPE OF BENEFIT	WHEN RECEIVED	COUNTY/STATE RECEIVED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DATE:

CUSTOMER AGREEMENT FOR SERVICES
OFFICE OF CORPORATION COUNSEL/CHILD SUPPORT ENFORCEMENT DIVISION

I hereby request the services of the Child Support Enforcement Division (CSED) as outlined in this packet. In doing so, I agree to abide by stated CSED processes and accept the customer responsibilities outlined herein.

I empower CSED to act in my behalf to enter into negotiations with the Non-Custodial Parent or his/her attorney to settle any child support claims which I may have. I further empower CSED to file any necessary legal process against the Non-Custodial Parent.

I understand and agree that:

- * I will not directly contact the Superior Court-Family Division or any Court personnel with regard to my claim for child support, I will act solely through CSED in pursuing this claim.
- * I must appear at all hearings where my participation is requested in my case.
- * CSED will seek an amount of current support in accordance with the District of Columbia Child Support Guidelines.
- * Child support payments owed me will be paid through the Clerk, D.C. Superior Court.
- * I will advise CSED, in writing within 5 days, of any change of address or telephone number.
- * I understand that fees paid to CSED are non-refundable,
- * I hereby authorize and empower CSED to deduct directly from my support payments, any and all monies owed to CSED for reasons that include, but are not limited to: fees, recovery of monies improperly paid to me, or paid in error, or any other reason--deemed necessary to correct my account.
- * Under the District of Columbia law, an Assistant Corporation Counsel who prosecutes the child support case is deemed to represent the State Agency, Child Support Enforcement Division, and not me individually.
- * My non-compliance with any of these provisions or lack of cooperation with the office may be grounds to terminate service, and may be grounds for the office to deny future requests for service.

Signature of Applicant

Date
